



STATE OF MICHIGAN
OFFICE OF THE STATE BUDGET
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

ANDREW HENRY
DIRECTOR

October 6, 2003

Dear ISD Superintendent:

Subject: Expanded Single Record Student Database (SRSD) Application

The Center for Educational Performance and Information (CEPI) is responsible for collecting data about K-12 public schools from intermediate school districts (ISDs), local education agencies (LEAs), and public school academies (PSAs) in Michigan. I appreciate your ISD's efforts throughout the year to compile and submit this data to CEPI.

I am pleased to announce that CEPI is in the final stages of expanding an existing online application that will assist your ISD staff members with the management of student data. The expanded online application is referred to as the Single Record Student Database (SRSD)/Unique Identification Code (UIC) Application, or SRSD/UIC Application. UICs are assigned by CEPI to all student records for the purpose of eliminating duplicate student records and providing an accurate way to track students as required by *No Child Left Behind*.

In regard to the expanded SRSD/UIC Application, I have enclosed a memo, a timeline for implementation of the application, and a new security agreement. Please share this information with your staff members who are responsible for:

1. Managing student data at any of your ISD-operated schools/facilities;
2. Uploading and auditing student data on behalf of these schools/facilities and member LEAs/PSAs.

It is especially important that your ISD-operated school district staff members who are responsible for the daily management of student data receive this information since they will be new users of the expanded application. The security agreement must be completed by your ISD-operated schools'/facilities' staff members so that they can access the UIC component of the expanded application. Also, it may be helpful to know that unless your ISD staff members currently responsible for uploading/auditing student data will be using the UIC component of the expanded application, these current upload/audit staff members do not need to complete the new security agreement. They will retain their current ability to upload and/or audit SRSD files.

I hope this information is helpful to you and your staff members.

Sincerely,

Andrew Henry
Director

Enclosures